

AUBURN, CALIFORNIA



CITY OF AUBURN



THE CITY OF AUBURN
IS SEEKING A
FINANCE DIRECTOR

THE COMMUNITY

The City of Auburn is considered one of the best places to live in Northern California. It's bordered by the beautiful American River Canyon and nestled in the western foothills of the Sierra Nevada Mountains. Located at the crossroads of I-80 and historic Highway 49, Auburn is the county seat of Placer County. The City encompasses approximately 7.5 square miles and has a population of 12,800. Situated at elevations between 1,000 and 1,400 feet, the location offers an awesome seasonal change.

From Auburn's origins as a mining camp in the 1850s, the city has emerged as a community of strong historic character, cultural enrichment, economic diversity and a destination point for outstanding outdoor recreation. Memories of early history are being sustained by way of its museums and antique stores and the preservation and renovation of its historic residences and commercial buildings. Auburn is committed to supporting the arts in the community, including public art, theatre, music, dance and the many local artists that exhibit their works in the art galleries and businesses. One-of-a-kind shopping and dining experiences are offered in the four commercial business districts. Light industry is supported by the city's Airport Industrial Park and the Auburn Municipal Airport. The Auburn State Recreation



Area is adjacent to the city and offers numerous rivers and lakes for whitewater rafting and kayaking, boating and recreational fishing. The American River Canyon and beyond has miles of scenic trails, including equestrian and mountain bike trails, running and hiking trails and trails to simply enjoy the beauty

and serenity of the great outdoors. Auburn is home to the challenging Western States Endurance Run/ UltraMarathon and the grueling Western States Endurance Ride/Tevis Cup held each year.

***All trails lead to Auburn . . .
"Endurance Capital of the World"***

THE ORGANIZATION

The City of Auburn was first incorporated in 1860 and again in 1888 and operates under the council/manager form of municipal government. City Council members are elected at large to staggered, four-year terms of office. The Mayor is appointed by the City Council. The



Council appoints citizens to five standing commissions charged with presiding over areas of special concern to the City—the Planning Commission, the Economic Development Commission, the Historic Design Review Committee, the Arts Commission and the Telecommunications Commission. The primary service delivery operations of the City are police, fire protection, community development and building, public works, municipal airport, bus transit and waste water treatment. The City Manager oversees the City staff of 100 in the administration of the day-to-day operations. Water, electric, solid waste disposal, parks and recreation and hospital services are provided by other agencies.

Predominant issues facing the City are economic development and tourist attraction, sensible growth management and affordable housing, drainage infrastructure, street maintenance and preserving a high quality of life.

The major source of revenue for the City is sales tax, with property tax being secondary. The current general fund budget is approximately \$8 million annually.

THE POSITION

The City of Auburn seeks an experienced and knowledgeable professional to help provide leadership and support for the City of Auburn as Finance Director. Examples of such leadership and support are:

- Under the direction of the City Manager, plan, direct, manage and oversee the daily activities and operations of the Finance Department
- Design, control, implement and administer all City financial and accounting systems and programs
- Oversee other divisions, programs and functional areas as assigned, including serving as the City Personnel Director and Deputy City Treasurer.

THE ESSENTIAL FUNCTIONS

- Assume full management responsibility for all department services and activities, including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business and dog licensing, taxes, inventories, internal accounting controls, external audit coordination, annual budget preparation, presentation, analysis and update and any and all other related financial matters as they occur
- Recommend and administer policies and procedures
- Administer the day-to-day activities of the City's insurance programs, including health, liability, Workers Compensation, life and casualty insurance
- Serve on the Board of the Joint Powers Authority for liability and Workers Compensation insurance
- Manage the development and implementation of departmental goals, objectives and priorities for each assigned service area
- Recommend and administer policies and procedures
- Assume responsibility for the City's budget process
- Analyze expenditures and revenues for budgetary purposes
- Prepare the annual budget documents for submittal to the City Manager and City Council
- Prepare and submit monthly expenditure and revenue reports for all City funds.

THE IDEAL CANDIDATE

Knowledge Of

- Operations, services and activities of a comprehensive municipal finance and accounting program
- Governmental and generally accepted accounting principles
- Principles, practices, methods and techniques of financial management, governmental accounting, auditing and cash management and GASB
- Debt management, including debt structures
- Human resources, risk management and safety practices and procedures
- Municipal budget preparation and administration, including program analysis and revenue forecasting
- Grants administration
- Organizational and management practices as applied to analysis and evaluation of programs, policies and operational needs
- Principles of supervision, training and performance evaluation
- Pertinent federal, state and local laws, codes and regulations, including those impacting finance and human resources program areas
- Principles, concepts and practices of financial and statistical trend analysis
- Advanced methods and techniques of effective technical, administrative and complex financial report preparation and presentation
- Modern office procedures, methods and equipment, including computers and supporting word processing and spreadsheet applications

Ability To

- Manage and direct comprehensive municipal finance and accounting programs, insurance and risk management and other assigned programs and service areas, including human resources and safety
- Provide highly complex and responsible staff support to the City Manager, staff, City Council, boards, commissions and committees as assigned
- Identify and respond to sensitive community and organizational issues, concerns and needs
- Provide strategic direction on financial programs

- Develop and administer departmental goals, objectives and procedures
- Analyze and assess programs, policies and operational needs and make appropriate adjustments
- Develop and install sound accounting and data processing systems and procedures
- Interpret and apply applicable federal, state and local policies, laws and regulations
- Ensure adherence to generally accepted accounting principles
- Plan, organize, direct and coordinate the work of lower level staff
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Education and Experience

Equivalent to a Bachelor degree from an accredited college or university with major course work in accounting, finance, business or public administration or related field. A Masters degree is desirable. Six years of increasingly responsible professional finance and accounting experience, including three years of management and administrative responsibility.

COMPENSATION AND BENEFITS

Salary

- The salary for this position is up to \$82,668. Actual salary will be based on the qualifications of the successful candidate
- Longevity steps of 5% at 7, 11 and 20 years of City employment

Retirement

- Participation in PERS 2% @ 55 plan. City pays employee's contribution

Insurance

- The City offers PERS health insurance plans for employees and dependents. City provides a monthly cafeteria amount of up to \$734, as an amount above employee's gross salary to be used toward the purchase of health, dental and vision coverage.
- Life insurance of \$20,000

Deferred Compensation

- Choice of plans available. City contributes \$50 per month on behalf of employee.

Vehicle

- Vehicle allowance of \$75 per month

Leave Program

- Two to four weeks vacation leave annually, based on years of employment with City
- 12 days of sick leave annually
- 10 days of administrative leave credited July 1—cash-in of unused leave permitted
- 13.5 days of paid holidays annually

APPLICATION AND SELECTION PROCEDURE

Only the most qualified candidates in relation to the needs of the City of Auburn will be invited to participate in a testing process.

Offers of employment are contingent upon successful completion of a comprehensive, job-related background investigation; medical and psychological review/examination; and other appropriate requirements of the position.

To be considered for this excellent career opportunity as Finance Director, submit a cover letter, City of Auburn Application for Employment and a current resume to:

City of Auburn
c/o City Manager's Office
1225 Lincoln Way
Auburn, CA 95603
530/823-4211, Ext. 191
Fax 530/823-4216

Visit the City of Auburn web site at
www.auburn.ca.gov

\$ \$ \$

For physical demands and working environment, please request a copy of the job specifications for details.

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